



Weekly Safety Tip

OSHA Inspection Do's & Don'ts



QUICK REVIEW PAGE ...

*What You **Should Do** and **Should Not Do**
When an OSHA Inspector Shows up at your Door*

Before an Inspection

- Don't falsify reports - Don't fire an injured work for being absent
- Do protect trade secrets - Do seek expert assistance - Do review policies and procedures

When OSHA Shows Up

- Don't block or delay - Don't lie or coach employee responses
- Do be courteous and respectful of the OSHA inspector
- Do ask questions to understand
- Do take your own pictures of the same areas and conditions as the inspector
- Do take photos of corrective actions you take during or after the inspection

After Receiving an OSHA Citation

- Don't presume bias - Don't assume you're in the clear because haven't heard anything (OSHA has 6 months)
- Don't fail to abate - Do focus on remedying the citation - Do request an extension if you need more time
- Do post the citation - Do use the problem as opportunity - Do continue to follow through with improvements
- Do create a documentation package - Do evaluate pros and cons of contesting (within 15 business days)
- Do consider expert assistance - Do seek an informal conference to negotiate a settlement

Avoiding Claims of Retaliation

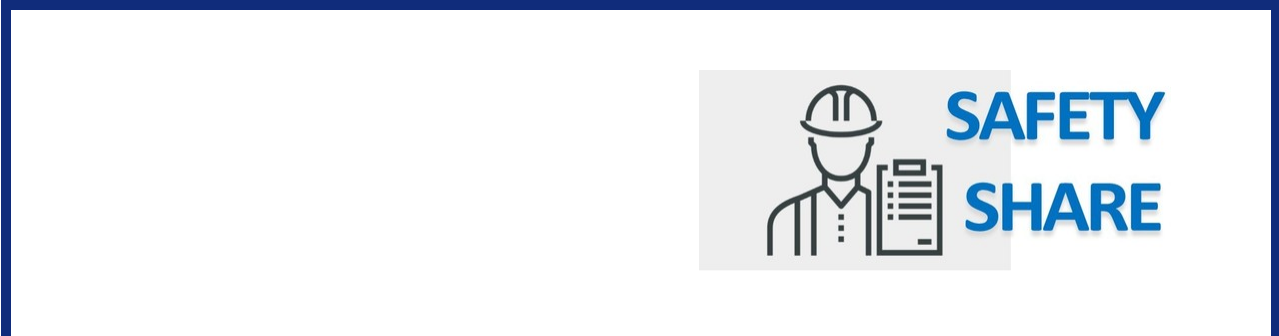
- Don't retaliate against whistleblowers - Do protect the identity and confidentiality of whistleblowers
- Don't default to blame and punishment or fire workers - Do seek to understand why - Do be on best behavior
- Don't harass involved employees - Do be hands off - Don't ask them - Do maintain your distance



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Safety Tips Checklist



Weekly Safety Share

Recognizing the Signs for Preventing Workplace Violence



SAFETY & HEALTH SHARE

Recognizing the Signs for Preventing Workplace Violence

" Most people do not wake up one day and become violent. There are often **early warning signs**. "



Nobody ever wants to think about the possibility of being a part of **workplace violence**, yet it is a reality that every employee and manager should be prepared for.

Workers need to **feel safe** while on the job, and it is the employer's responsibility to provide that level of security.

Understanding Workplace Violence

Workplace violence is **a term given to the broad range of aggressive behavior** that can occur in a workplace.

It **includes violence or aggression against co-workers, clients, and even customers**.

It can be **verbal or physical** and can cause harm to the individual or organization.

It is essential to understand the **signs of workplace violence** before it escalates.

Identifying Early Warning Signs of Workplace Violence

Recognizing the warning signs of impending violence in a co-worker can be essential to prevent harm. Most people do not wake up one day and become violent. There are often **early warning signs**.

[Early warning signs of workplace violence](#) can often surface in subtle, seemingly innocuous mannerisms or behaviors and might include:

- frequent and unexplainable mood swings
- noticeable increase in unsolicited comments about violence
- explicit or veiled threats made to colleagues
- fascination with incidents of violence, weaponry, or other related subjects
- intimidation of others
- a propensity for holding grudges
- an inability to handle criticism or rejection
- chronic absenteeism or decreased productivity



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